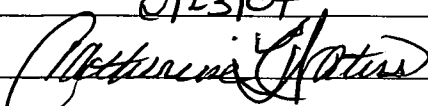
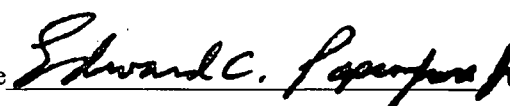


| <b>CITY OF TAKOMA PARK<br/>RECORDS RETENTION AND DISPOSAL SCHEDULE</b> |  | Schedule No. <b>M-190</b>   |
|--|--|---|
|  |  | Page 1 of 1   |
| <b>PUBLIC WORKS</b>  |  | Division:<br><b>SOLID WASTE</b>   |
| Item No.   | Description  | Retention   |
| 1.   | <b>Tonnage Records</b><br><br>Includes tip fee and tonnage receipts for all materials collected.                       | Retain for three years and then destroy.  |
| 2.   | <b>Subject &amp; Project Files</b><br><br>Correspondence and materials related to individual subjects and/or projects. | Screen annually and destroy material that is no longer needed for current business. |

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| Approved by Department, Agency, or Division Representative:<br><br>Date <u>8/23/04</u><br>Signature <u></u><br>Print Name <u>Catherine E. Waters</u><br>Title <u>City Clerk / Treasurer</u> | Schedule Authorized by State Archivist.<br><br>Date <u>OCT 19 2004</u><br>Signature <u></u> |
|--|---|